

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Department for Women Children Disabled & Senior Citizens - Guidelines for Constitution of official monitoring and review committees for Anganwadies etc., - orders – Issued.

DEPARTMENT FOR WOMEN CHILDREN (ICDS) DISABLED &
SENIOR CITIZENS

G.O.Ms.No. 38

Dt.21st December 2012.
Read the following:-

1. From GOI. Lr.No:F.No.16-8/2010-ME, GOI, Ministry of Women and Child Development (ICDS M& E Unit), Dt:31-03-2011.
2. From Commrr, WD&CW Dept., Hyd, Lr.No.1555/K3/2005, dt.09/08/2012.

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ORDER:

In the circumstances reported by Commissioner, Women Development & Child Welfare Department, Hyderabad and Government of India in the references read above, Government hereby constituted the following committees for improvement of quality in delivery services.

I. STATE LEVEL MONITORING & REVIEW COMMITTEE(SLMRC) ON ICDS

I A. Composition.

i.	Chief Secretary	Chairperson
ii.	Secretary/Prl.Secy, Planning	Member
iii.	Secretary,/Prl.Secy.,Finance	Member
iv.	Secretary, /Prl.Secy.,Health and Family Welfare	Member
v.	Secretary/Prl.Secy., Rural Development	Member
vi.	Secretary,/Prl.Secy.,Panchayat Raj Institution	Member
vii.	Secretary/ Principal Secretary, Rural Water Supply and Sanitation	Member
viii.	Secretary,/Prl.Secy.,Education (school)	Member
ix.	Secretary/Prl.Secy., Agriculture / Horticulture	Member
x.	Secretary/ Principal Secretary, Food & Civil Supply Corporation	Member
xi.	Secretary/Prl.Secy., Dept. for WCD&SC	Member
xii.	5 Members of Parliament (MP)*	Member
xiii.	5 Members of Legislative Assembly (MLAs)*	Members
xiv.	State Mission Director, National Rural Health Mission	Members
xv.	Regional Director, NIPCCD (from the region)	Member
xvi.	Food & Nutrition Board, State/Regional Office	Member
xvii.	Principal, Middle Level Training Centre(MLTC)**	Member
xviii.	Principal, Anganwadi Worker Training Centre (AWTC**)	Member
xix.	Commissioner/Director, WCD(in charge of ICDS)	Member Secretary

* Members of Parliament and MLAs in the State/UT would be Members of the Committee on rotational basis for one year and their selection shall be such as to give representation to as many political parties as possible.

** On rotation basis in each year;

Note:

- Experts/Representatives from the Prominent Institutions and Development Partners, who are working in the State with ICDS Programme, may also be invited as Special Invitees.
- The Committee will meet every six months or earlier as and when required on the notice of the Chairperson. The Chief Secretary will, however chair the meeting once in six months.

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I B. Roles

The State level Committee will monitor and review the following issues and recommend appropriate actions:

- i. Overall progress with regard to:
 - Universalisation of ICDS - status of operationalisation of sanctioned Projects/AWCs, coverage of all habitations/ hamlets in the State and factors coming in their way.
 - Preparation and implementation of State Annual Programme Implementation Plan (APIP) in ICDS.
 - Status of Nutritional Status of Children below 6 years – weightment, roll out of WHO growth standards and joint mother and child protection cards; district-wise comparison of proportion of moderate and severely undernourished children; Measures being taken for addressing them and progress thereon on half yearly basis;
 - Performance of Non-formal pre-school education provided at AWCs; Methodology and participation of children in non-formal pre-school education at AWCs; use of locally developed learning and play materials, toy bank and other initiatives;
 - Identification of Low Performance Districts in ICDS and factors responsible for it.
- ii. Convergence with line departments/ programmes:
 - Health/NRHM: Status of full at immunization at AWCs, provision of ante-natal and health check-ups, referral services and supply of micronutrients (Vit-A, IFA, de-worming tablet) to AWCs; functioning of VHND, VHSC and promotion of IYCF.
 - Water and Sanitation: Provision of potable water and sanitation facility at AWCs through convergence with Total Sanitation Campaign and Rajiv Gandhi National Drinking Water Mission or any other schemes of state Govt;
 - Sarva Siksha Abhiyan (SSA): Co-location of AWCs with primary schools, integration of PSE in AWCs support from SSA, etc.
 - PRIs: Involvement of PRIs and community in overseeing and coordinating the delivery of services at AWCs.
- iii. Coverage in general and, specifically, of SC/ST/Minority habitations/ Beneficiaries against the surveyed population.
- iv. Other issues relating to programme implementation and actions thereon with respect to:
 - Regularity of functioning of AWCs – overall and specifically, those in SC/ST/Minority concentrated habitations.
 - Manpower vacancies at AWW/supervisor/CDPO level and their training status;
 - Fund flow and timely payment of Honorarium to AWWs/AWHs.
 - Availability of funds for POL, contingency etc at district / block level and flexi-fund at AWC level as per revised norms;
 - Disruptions in supply of supplementary nutrition at AWCs as per revised norms and reasons for it, such as method of delivery, engagement of SHGs etc;
 - Arrangement for fortification of supplementary food and use of iodized salt at AWCs.
 - Methodology and participation of Children in non - formal pre-school at AWCs.
 - Procurement and supply/availability of essential items to AWCs-medicine and PSE kits, weighing scales, joint MCP card, WHO Growth charts etc.,
 - Monitoring and Supervision visits by Officials at different levels as per norms.
 - Engagement of ICDS functionaries in non-ICDS activities and arrangements to desist them from it.
 - Any other matter as may be relevant for improved implementation;
- v. Improving the AWC infrastructure: Construction of AWC buildings by leveraging funds from under different schemes/programmes, such as BRGF, MSDP, MPLADs etc;
- vi. Use of IEC in creating awareness about ICDS services/health and nutrition issues and possibility of convergence with IEC activities under other schemes / programmes.

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II. DISTRICT LEVEL MONITORING AND REVIEW COMMITTEE (DLMRC) ON ICDS.

II A. Composition

i.	District Magistrate / Collector / Dy. Commissioner	Chairperson
ii.	Chief Executive Officer(CEO)	Vice- Chairperson
iii.	District Development Officer, Zilla Parishad	Member
iv.	Chief Medical Officer, Health and Family Welfare	Member
v.	District Planning Officer	Member
vi.	District Social Welfare Officer /Family Welfare Officer	Member
vii.	District Agriculture/ Horticulture Officers	Members
viii.	District Officer, Rural Development /MNREGA	Member
ix.	Executive Engineer, PHED	Member
x.	District Education Officer	Member
xi.	Member of Parliament (MP) in the District	Member
xii.	Members of Legislative Assembly (MLAs)	Members
xiii.	Principal, Middle level Training Centre(MLTC)*	Member
xiv.	Principals, AWTCs(any 2)*	Members
xv.	Field Unit of Food and Nutrition Board.	Member
xvi.	CDPOs (any 3)*	Member
xviii.	District Programme Officer (ICDS) i.e., PD, DW & CDA.	Member Secretary and Convener

* On rotation basis in each year.

Note: The Committee will meet at least once in a quarter or as and when required on the notice of the Chairperson and will submit its review report to the Chief Secretary/ Secretary (WCD) clearly outlining actions taken at the district level and support required from the State Government.

II B. Roles

The District level Committee will monitor and review block/project-wise progress of implementation of the Scheme and suggest/take appropriate corrective actions with regards to following issues:

- i. Overall progress in implementation with regard to:
 - Status of Operationalisation of all sanctioned ICDS Projects/AWCs, coverage of all habitations/ hamlets in the district, especially SC/ST and minority concentrated and remote areas;
 - Coverage of Beneficiaries” Block wise analysis of registered us. Actual beneficiaries for supplementary nutrition and pre-school education at AWCs as against surveyed population;
 - Regularity in supply and quality of supplementary Nutrition at AWCs: provision of take home ration, morning snacks and hot cooked meals for stipulated number of days in a month and block-wise comparison of feeding efficiency;
 - Nutritional Status of Children 0-3 years and 3-6 years – weighment, roll out of WHO growth standards and joint mother and child protection cards; block-wise comparison of proportion of moderate and severely undernourished children; Measures being taken for addressing them and progress thereon on half yearly basis;
 - Performance of Non-formal pre-school provided at AWCs.
- ii. Coordination and Convergence with line Departments/Programmes
 - Health/NRHM: Immunization of children at AWCs, ante-natal and health check-ups, referral services and supply of micronutrients (Vit-A, IFA, de-worming tablet) to AWCs; functioning of VHSC, VHND and promotion of IYCF; joint visits of health and ICDS functionaries to AWCs;
 - Water and Sanitation: Provision of potable water and sanitation facility at AWCs;
 - Sarva Siksha Abhiyan (SSA): Co-location of AWCs with primary schools, integration of PSE in AWCs support from SSA, etc.
 - PRIs: Involvement of PRIs and community in overseeing and coordinating the delivery of services at AWCs;

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- iii. Other issues relating to programme implementation and actions thereon with respect to:
- Regularity of functioning of AWCs – overall and specifically, those in SC/ST/Minority concentrated habitations;
 - Manpower vacancies at AWW/Supervisor/CDPO level and Training status of functionaries;
 - Payment of Honorarium to AWWs/AWHs and Traveling allowance to Supervisors.
 - AWC infrastructure construction of AWC buildings through convergence with other schemes/programmes;
 - Supply of essential items to AWCs – medicine and PSE kits, weighing scales, joint MCP card, WHO Growth chart, etc;
 - Availability of funds for POL, Contingency etc at district/block level and flexi funds at AWC level as per the revised norms;
 - Mobility of CDPOs/Supervisors - availability of Vehicles and non requisitioning of programme related vehicles;
 - Monitoring and Supervision visits by CDPO/Supervisors to AWCs as per norms and submission of reports;
 - Method (s) of Delivery of supplementary food at AWCs – engagement of SHGs and use of iodized salt at AWCs and addition of leafy vegetables;
 - Methodology used and participation of Children in non-formal pre-school at AWCs; use of locally developed learning and play materials, toy bank and other initiatives;
 - Engagement of ICDS functionaries in Non-ICDS activities and arrangements to desist them from it;
 - Identification of low performing blocks in ICDS implementation and factors responsible for it;
 - Any other matter as may be relevant for improved implementation.
- iv. Financial issues: Fund flow and status of component – wise allocation and expenditures during the reported period and adherence to revised financial norms prescribed by GOI;
- v. Complaints/Grievance redressal mechanism: Action on the complaints received from individuals, community, PRIs etc., regarding ICDS Services such as regularity in AWC functioning, quality of supplementary nutrition, etc and ICDS functionaries;
- vi. IEC: Preparation and undertaking of IEC action plan on issues like location of AWCs services available under ICDS, entitlement of beneficiaries, grievances redressal mechanism, etc;

Note: The following sources of information may be used for the review meeting:

- Minutes and reports of Block Level Monitoring Committees;
- Analysis of Block Monthly Progress Reports (MPRs) and Block Annual Status Reports (ASRs);
- Reports of Field visits by Members of Committee, and other Officials in the district and any evaluation /assessment report; and
- Reports from the Public/Media. (if any).

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III. BLOCK LEVEL MONITORING COMMITTEE (BLMC) ON ICDS.

III A. Composition

i.	Sub Divisional Magistrate (SDM) (RDO)	Chairperson
ii.	Block Development Officer /TDO /MPDO	Vice- Chairperson
iii.	Block Representative of Health (BMO/MO in charge PHC/CHC)	Member
iv.	Block representative of Education (Block Education Officer/ MEO/Dy. Inspector of School / incharge of SSA.)	Member
v.	Block Extension Officers of Agriculture /Horticulture	Member
vi.	Representative of Block / Nagar /Taluka Panchayat	Member
vii.	Principal, Anganwadi Training Centre*	Member
viii.	Representatives, Local NGOs (2)	Members
ix.	CDPO,ICDS	Convener

* if there is any.

Note:

- The Committee will meet once in a quarter and will submit its report to the District Committee with a copy to the State Directorate of ICDS.
- Representation of level of Officials from concerned departments at the block level in the Block Level Committee may be decided as may deemed fit by the State Government.
- Representatives of Animal Husbandry/Dairy/Fishery/PDS etc., may be invited as required.
- 2-3 Supervisors (ICDS) in the block may also be invited to the meeting on rotation basis.

III B. Roles

The Block level Committee will monitor and review the following issues and suggest/take appropriate actions:

- Overall progress in implementation with regard to:
 - Coverage of all habitations/hamlets in the block, especially in SC/ST and minority concentrated and remote areas;
 - Coverage of Beneficiaries: Sector wise analysis of registered us. Actual beneficiaries for supplementary nutrition and pre-school education at AWCs as against surveyed population;
 - Quality of supplementary Nutrition.
 - Nutritional Status of Children 0-3 years and 3-6 years – weighment, roll out of WHO growth standards and joint mother and child protection cards; sector-wise comparison of proportion of moderate and severely undernourished children; Measures being taken for addressing them and progress there on half yearly basis;
 - Number of AWCs providing take home ration, morning snacks and hot cooked meals for more than 21 days in the month.
 - Number of AWCs organized the monthly Village and Health Nutrition days (VHNDs) and details of activities undertaken during VHNDs.
- Coordination and Convergence with line Departments/Programmes:
 - Health/NRHM: Joint planning and implementation of timely immunization of children at AWCs, ante-natal and health check-ups referral services and supply of micronutrients (Vit-A, IFA, de-worming tablet) to AWCs; Functioning of VHND and VHSC and promotion of IYCF; planned visits of ANM to AWCs;
 - Water and Sanitation: provision of potable water and sanitation facility at AWCs;
 - PRIs: Involvement of PRIs and Community in overseeing and coordinating the delivery of services at AWCs;
- Other issues relating to programme implementation and actions thereon with respect to:
 - Regularity of functioning of AWCs – overall, and specifically, those in SC/ST/Minority concentrated habitations and submission of MPRs by AWWs;
 - Manpower vacancies at AWW/Supervisor/CDPO level and their training status;
 - Payment of Honorarium to AWWs/AWHs and Travelling Allowance to Supervisor.
 - AWC infrastructure: construction of AWC buildings through convergence with other schemes / programmes;

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- Status of supply of essential items to AWCs – Medicine and PSE kits, weighing scales, joint MCP card, WHO Growth chart, etc.,
 - Availability of funds for POL, Contingency etc., at the block level and flexi-fund at AWC level as per revised norms;
 - Home visits by AWWs during critical contact periods – counseling of pregnant and lactating mothers and families of children under two on key health and nutrition issues;
 - Supportive supervision by the Supervisor; organization of sector level review meetings; analysis of MPRs; etc., [to review frequency of supervisory visits and reasons for lower than expected frequency]
 - Observance of Village Health and Nutrition days (VHNDs) – participation of ANM and PRI Members;
 - Method (s) of Delivery of Supplementary Nutrition at AWCs – engagement of SHGs and use of locally developed learning and play materials, toy bank and other initiatives;
 - Methodology and participation of Children in Non-formal pre-school education at AWCs – use of locally developed learning and play materials, toy bank and other initiatives;
 - Engagement of AWWs and Supervisors in Non-ICDS activities and arrangements to desist them from it.
 - Identification of Low performing AWCs/Sectors in ICDS implementation and factors responsible for it;
 - Any other matter as may be relevant for improved implementation.
- iv. Complaints / grievance redressal mechanism: Actions taken on the complaints received from individuals, community, PRIs etc regarding ICDS services such as regularity in AWC functioning, quality of supplementary nutrition, etc., and also on dereliction of duties by supervisors / AWWs;

Note: The following sources of information may be used for the review meeting:

- Minutes and reports of AWC Level Monitoring Committees;
- Analysis of AWC Monthly Progress Reports (MPRs)/ Annual Status Reports (ASRs);
- Reports of Field visits to AWCs by Members of Committee, and other Officials in the block / district;
- Reports from the Public/Media (if any)

IV. ANGANWADI LEVEL MONITORING AND SUPPORT COMMITTEE (ALMSC) ON ICDS.

IV A. Composition

i.	Gram Panchayat/Ward member (preferably woman member)	Chairperson
ii.	Mahila Mandal (2 Members on rotation)	Members
iii.	ASHA	Member
	Representatives of:	
iv.	Community Based Organization (2)	Members
v.	Community (Teachers / Retired Govt Officials /Parents of Children attending AWC)(3)	Members
vi.	Sakhi under SABLA Programme (if any)	Member
vii.	Anganwadi Worker	Convener

Note:

- The Committee will organize regular monthly meetings to discuss various issues in the Anganwadi area in the Village or Ward/Slum and record minutes of the meeting. A copy of the minutes may be sent to the Block Level Committee and CDPO.
- ICDS Supervisor, ANM, LHV may be invited to the meeting as may be required.

IV B. Roles

The Anganwadi Level Committee will review and take/suggest actions to improve delivery of services at the AWC. The Committee is authorized and to play the following roles:

- i. Check regularity of functioning of AWC.
- ii. Ensure coverage of all eligible beneficiaries as against the surveyed population.
- iii. Review status of supply of supplementary food to all beneficiaries for at least 21 days in a month.

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- iv. Review nutritional status of Children 0-3 years and 3-6 years, weight, availability of WHO New Growth Charts and Joint Mother and Child Protection Card; and number of moderate and severely undernourished children and steps taken.
- v. Review functioning of non-formal PSE – activities per day, development / use of local learning and play materials; organization of parents meet; etc.,
- vi. Ensure participation of AWWs at VHSC Meetings.
- vii. Ensure participation of at least one the Members (other than AWW,ASHA and ANM) on the monthly Village Health and Nutrition Day at each AWC and to ensure that it is well – organized and well – attended, and that all due services are rendered on that day;
- viii. Review facilities available at the AWC in the light of established norms (Infrastructure including clean water, functioning toilet, play area, PSE/medicine kit, cooking utensils etc);
- ix. Review receipt and utilization of consumables such as food supplements and medicines as well as physical stocks;
 - Find reasons for short falls from expected norms, or discrepancies in stocks;
 - Document and Report short falls and Discrepancies to the Block Level Monitoring Committee and CDPO.
- x. Attend to any Local disputes related to the AWC or AWW and resolve such disputes amicably; flag unresolved disputes to the Gram Panchayat or Block Level Monitoring Committees;
- xi. Interact with AWW/Supervisor to understand reasons for any short fall in services at the AWC, and find ways to locally strengthen services or correct shortfalls; formally document and report unresolved issues to the Block Level Monitoring Committees, with a copy to CDPO, MO/PHC and Gram Panchayat as appropriate & concerned.
- xii. Any other matter as may be relevant for improving service delivery.

Note:

- i. To ensure any /all of the above, the AWC Level Committee Members are permitted to:
 - Familiarize themselves with the objectives and spirit of the ICDS programme.
 - Familiarize themselves with the established norms and guidelines for ICDS by obtaining a copy of such guidelines from the Block Level Monitoring Committee; interact with Members of the Block Level Monitoring Committee, or the Supervisor or CDPO, or with the LHV or MO/PHC to seek any clarifications regarding these norms.
 - Visit the AWC periodically and interact with other members of the community to enquire about the functioning of the AWC.
 - Convene a monthly meeting to transact its business, preferably soon after the preparation of AWC MPR, and maintain minutes recording the attendance of Members, issues reviewed, findings and action taken.
 - Send a copy of the minutes of the monthly meetings to the Block Level Monitoring Committee.
 - On any issue, while it is always preferable to have negotiated and unanimous decisions, the Members present may take decisions based on guidelines and norms. Unresolved issues may be sent to higher level for direction.
 - The Committee and its Members will conduct their business in a manner that does not disturb the day-to-day activities of the AWW/AWC.

The Commissioner, Women Development & Child Welfare Department, Hyderabad to take necessary action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

NILAM SAWHNEY,
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Commissioner, Women Development & Child Welfare Department, Hyderabad
All Regional Joint Directors/Project Directors in the state. } through Commr.,
The Regional Directors, NIPCCD, } WD&CW Dept., Hyderabad
Joint Secretary, Ministry of Women & Child Development,
Shastri Bhavan, New Delhi- 110 001

Copy to:-

PS to Spl.Chief Secretary to CM
PS to Minister (IKP & WCD & SCs)
PS to Prl.Secretary, WCD& SCs Department,
Finance (SMPC) Deptt.,
SF/SC.

// FORWARDED::BY ORDER //

SECTION OFFICER